

## **Red Deer Regional Airport Special Event Application**

### Purpose

This application is intended to guide the special event organizer who wishes to host an event at Red Deer Regional Airport and must be submitted with a copy of the Red Deer County Public Events Application (completed online at <https://www.rdcountry.ca/FormCenter/Protective-Services-Forms-3/Red-Deer-County-Special-Events-Applicati-102>) for approval. The submission of this application does not guarantee the approval of any event. The submission of as many details as possible will assist airport management in accommodating your event.

Note: All applications for a permit shall be made in writing and submitted not less than 60 days prior to the proposed event, where the proposed event is a Music Concert or Concert or will be held on, or involved the use of a highway in any manner; or not less than 30 days prior to the proposed event, where the proposed event is not a Music Concert or Concert or does not involve the use of a highway.

Acceptance of this application by Red Deer Regional Airport does NOT indicate or guarantee approval of the application or the dates requested. Each application will be reviewed. Additional information may be requested by Airport personnel for final consideration. No statement made by Airport staff shall obligate the Airport in any manner.



4. Risk Assessment

Please identify the hazards associated with this event (sample form included); for each hazard identified, list the risks associated with that hazard then score the Severity, and Probability of those risks using the matrix provided. Include mitigations to be undertaken to reduce the risk level for each hazard.

Example: Hazard: Risk = P x S = Risk Index  
 Ice: Fall causing minor injury = 2 x 1 = 2

Risk Index

1-8	Low. Consider mitigation to reduce the level of risk.
9-14	Medium. Implement mitigation to reduce the level of risk and submit an Emergency Response Plan that addresses this risk.
15+	High. Stop the planning process and consult with the Airport before continuing.

5. Safety and Security

Please attach a copy of your Emergency Response Plan for all risks identified as medium risk or higher.

Have event personnel been briefed on the ERP? YES NO

Will the public have greater access to restricted areas? YES NO

If YES, attach your security plan including number of security personnel and access control measures.

6. Indemnification

On behalf of the above-named event organization, I hereby agree to indemnify and save harmless Red Deer Regional Airport from and against claims or demands arising from the event described in this application and I agree to obtain appropriate liability insurance that is satisfactory to Red Deer Regional Airport.

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Print Applicants Name

\_\_\_\_\_  
 Today's Date

7. Ensure that the following documents have been attached

- Organizational Chart
- Timeline of Activities
- Map of Event Area
- Emergency Response Plan
- Security Plan
- Certificate of Insurance
- Completed Risk Assessment
- Copy of the Red Deer County Public Events Application and/or approval

HAZARD	RISK	P	S		RISK	MITIGATIONS

<b>Probability (P)</b>	
What is the probability of that sequence of events happening, including the consequence?	
1 – Improbable	<ul style="list-style-type: none"> <li>• Would almost never be expected logically to occur under any circumstance</li> </ul>
2 – Seldom (Remote - Unlikely)	<ul style="list-style-type: none"> <li>• Unlikely, but possible to occur under normal circumstances; event would not be expected to occur very often</li> </ul>
3 – Occasional	<ul style="list-style-type: none"> <li>• Likely to occur in some circumstances</li> </ul>
4 – Likely (Probable)	<ul style="list-style-type: none"> <li>• Will occur several times; likely to occur in most circumstances; has occurred in the past</li> </ul>
5 - Frequent	<ul style="list-style-type: none"> <li>• Will occur on a regular basis, possibly daily or weekly</li> </ul>
<b>Severity (S)</b>	
What is the probability of that sequence of events happening, including the consequence?	
1 – Negligible	Little to no impact on safety, business, operational, or production objectives Less than minor injury and/or less than minor system damage.
2 – Minor	<p>Personnel: Only 1 or 2 individuals involved; first aid treatment may be required; no lost time or disability</p> <p>Operations: Very limited or no damage to aircraft, vehicles, or equipment; minor operational delays</p> <p>Environment: Small environmental impact; contained release</p> <p>Media Attention: Minor impact to public; no media attention</p> <p>Financial: No or very limited financial loss (&lt;\$10,000)</p> <p>Public Confidence: May be lowered, but public still find situation acceptable.</p>
3 - Moderate	<p>Personnel: Medical treatment required in hospital or emergency clinic; lost time due to injuries; no disability; some injury potential to public</p> <p>Operations: Repairs to damaged aircraft, equipment, or vehicles; some operational delays</p> <p>Environment: Small environmental impact; small uncontrolled release</p> <p>Media Attention: Additional public relations efforts and resources required; some media attention</p> <p>Financial: Notable costs (\$10,000 - \$100,000); OH&amp;S fine potential less than \$50,000</p> <p>Public Confidence: Significantly lowered with media attention and requests for information</p>

<p>4 – Critical</p>	<p>Personnel: Extensive injuries/disability to a number of people; possible death of 1 or 2 individuals; public exposed to a hazard that could or will produce injuries</p> <p>Operations: Extensive repairs or replacement of aircraft, equipment, or vehicles, major operational delays</p> <p>Environment: Medium environmental impact; moderate uncontained release.</p> <p>Media Attention: Strong media attention</p> <p>Financial: Major costs (\$100,00- \$1,000,000); OH&amp;S fine potential between \$50,000 and \$1000,000 with potential criminal penalties</p> <p>Public Confidence: Loss of public confidence</p>
<p>5 - Catastrophic</p>	<p>Personnel: Multiple deaths; extensive injuries; public exposed to life threatening hazard</p> <p>Operations: Equipment/aircraft destroyed; shutdown of organization; removal of operating certificate</p> <p>Equipment: Loss of aircraft, building, or equipment.</p> <p>Environment: Large environmental impact; large uncontained release.</p> <p>Media Attention: Potential for uncontrollable public relations event(s); high profile international media attention</p> <p>Financial: Significant negative revenue impact - multimillion dollars; OH&amp;S fine potential greater than \$100,000 plus criminal penalties</p> <p>Public Confidence: Public Demonstrations against the Airport Authority or the Crown.</p>